

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Attorney General**



Vacancy Announcement #13-058

ATTORNEY-ADVISOR

Legal Counsel Division

LS-13 – LS-15

Salary range: \$81-563 - \$147,385*

The Legal Counsel Division represents the District of Columbia in all legal work, except litigation in court, with respect to rendering legal advice, drafting legislation, drafting regulations, and drafting other similar documents.

The successful candidate will be responsible for: **1)** performing extensive legal research, as necessary, and providing detailed oral or written advice with respect to any legal issue that arises from the performance of official duties, on request, to the Mayor, the City Administrator, the Attorney General, department or agency heads, other executive employees, the Council of the District of Columbia, and the District of Columbia Courts; **2)** reviewing legal documents, including bills, regulations, and other issuances, to determine whether they are legally sufficient and appropriate as to form and drafting proposed language necessary to obviate objections to them; **3)** drafting legislation, rulemaking, and other similar documents based on requests received from an agency that describe specific policy objectives; **4)** preparing opinions, legal memoranda, letters, Office Orders, and other documents for the Attorney General's signature; and **5)** keeping abreast of judicial, agency, and other changes and interpretations regarding laws and regulations related to the District government.

The successful candidate must have a law degree and must either be a member of or eligible for waiver into the District of Columbia Bar. The successful candidate should also have excellent legal research and writing skills, including at least five (5) years of professional experience that is heavily focused on preparing briefs or legal memoranda involving difficult or sophisticated legal issues or significant legislative and rulemaking experience. The applicant must be able to: identify all legal/factual issues; identify controlling statutory, regulatory, and case authority applicable to each legal issue; prepare written work that is persuasive, thorough, well-organized, and well-reasoned and that is appropriate in length, style, and tone; prepare all written work that is free of technical errors and that is properly formatted; prepare all written work in accordance with deadlines set by supervisors and clients; and have a demonstrated ability to effectively work with client agencies and colleagues.

This position is within the Collective Bargaining Unit. Candidates for the position may be subject to a background check. Open Until Filled. Screening of applicants will begin on July 2, 2013.

Please reference vacancy announcement number in your cover letter.

*** Salary in this range will be based on applicable rules, regulations and guidelines.**